

## CLASS INFORMATION

**Title:** Correcting a Cash Batch Prior to Posting

**Date:** Wednesday, August 18, 2010

**Time:** 3:00 p.m. (MDT)

To join this webcast click on the following **LiveMeeting** icon:



**Note:** Option is also available through the MoversSuite homepage at [www.moverssuite.com](http://www.moverssuite.com).

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**MeetingID** = MSTRAIN1

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## CLASS OUTLINE

Title: Correcting a Cash Batch Prior to Posting

### Topic #1 Determining that the Cash Receipt Batch is Incorrect

- Verifying the Control Amount
- Reviewing the Deposit Report

### Topic #2 Voiding a Cash Receipt

- Create A Void Cash Receipt Batch
- Create a Cash Receipt for \$.01
- Edit the Cash Receipt to Move to the Void Batch
- Delete the incorrect Cash Receipt
- Verifying the Control Amount
- Reviewing the Deposit Report
- Continue Processing the Batch